Microtyping II

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Introduction

MICROTYPING II is a comprehensive program which allows you to use your Atari microcomputer to learn to touch type. You begin with easy exercises to learn the proper use of keys, then move through a series of more difficult levels toward fast and accurate typing.

Each level includes a clear menu (list of program options) and instructions. You will find the program easier to use, however, if you take time to read through this instruction manual before beginning the first level.

Hardware Requirements

You will need an Atari 800 computer with 48K RAM, a TV set or monitor, a BASIC Language Cartridge, and one Atari 810 disk drive.

Loading Instructions

Turn your Atari computer OFF. Be sure the BASIC cartridge is in place.

Turn on the disk drive. When the red busy light goes off, insert the MICROTYPING II disk, label side up. If you have more than one drive, use drive 1. Close the drive door.

Turn your Atari and TV set/monitor on. The program will load automatically. Your screen will first display the title page, followed by a pause, and then the Main Menu. (See Figure 1, next page.)

Program Instructions

In the following sections you will find instructions for each of the ten levels of MICROTYPING II, in the order in which they appear on the Main Menu.

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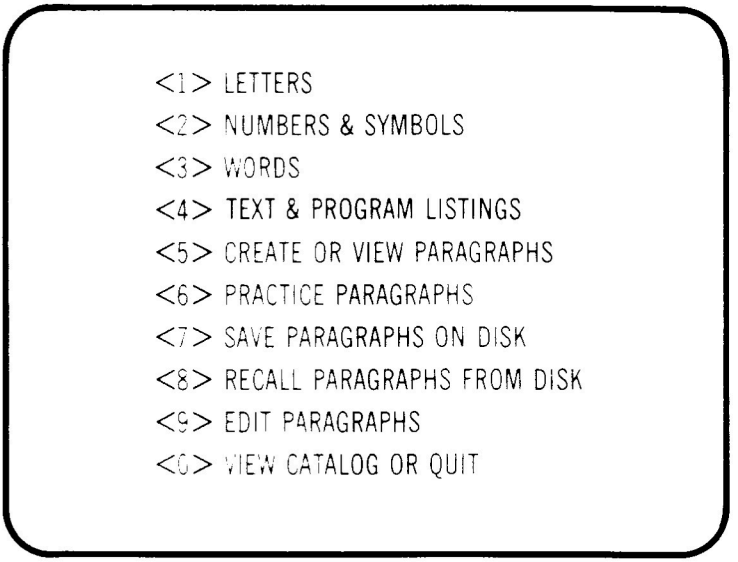

Figure 1 — Main Menu

NOTE: Typing incorrect entries will not affect the MICROTYPING II program, with one exception. The SYSTEM RESET key should NOT be used, since it causes your Atari to exit the MICROTYPING II program and may erase data files which you have not saved.

Level 1 — Letters

Level 1 teaches you the correct finger to use for each letter key on the keyboard. You begin by learning the "home keys"—eight keys at the center of the keyboard where your fingers should rest in order to reach all the keys most efficiently. Figure 2 shows the proper placement of fingers on the home keys.

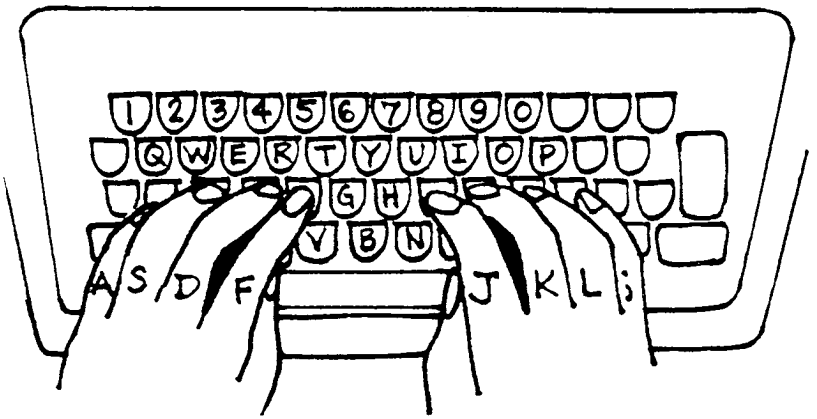

Figure 2 — Home Keys

Any key which is not a home key should be struck with the finger closest to it when in the home position. After striking a key, fingers should always return to the home position.

Consistency is important. By repeating the same stroke for each key many times, your reflexes become accustomed to the appropriate key positions.

Level 1 has nine sublevels of difficulty. They range from work with the home keys only (Sublevel 1) to all letters of the alphabet (Sublevel 9).

When you select a sublevel number, the program displays letters, one at a time, and waits for you to type the same letter from the keyboard.

After you type a letter it, too, is displayed—but at a distance from the first letter shown (the prompt letter). The longer your response time, the further the display distance. If you wait too long, MICROTYPING II indicates "SLOW" next to the prompt letter.

At each sublevel, MICROTYPING II displays twenty letters for you to type. When you have finished a group of twenty letters, the program displays your typing speed in words/minute and the number of errors you made.

Level 2 — Numbers & Symbols

Level 2 allows you to practice individual numbers and symbols, offering eight sublevels of difficulty. It works much the same as Level 1.

Your fingers should use the home keys when practicing at Level 2. Starting with your fingers on the home keys, use the closest finger to type the prompted number or symbol. The first finger of your left hand (home key: F) should be used for numbers 5 and 6; the first finger of your right hand (home key: J) should be used for numbers 7 and 8.

At each sublevel, MICROTYPING II prompts you with twenty numbers and symbols, then displays your typing speed in words/minute and the number of errors you made.

After each group, you may continue to practice at Level 2, or return to the Main Menu.

Level 3 — Words

Levels 1 and 2 prompted you with individual characters. Level 3 allows you to practice typing three-letter words. The nine sublevels of varying difficulty range from letters on the home keys (Sublevel 1) to all letters of the alphabet (Sublevel 9).

When you select Level 3 and enter your choice of sublevel, the prompted word appears in the center of your screen. Type the word as quickly and accurately as you can. Your response appears directly below the prompt. Unlike the first two levels, the distance between the word you typed and the prompt is not related to your speed.

If you hit a wrong key, a beep signals your error. You cannot type the remaining letters of the word until you have typed the correct letter.

Ten words complete the cycle of prompts at each sublevel. When you have correctly typed the tenth word, MICROTYPING II will display your typing speed in words/minute and indicate the number of errors you made.

Level 4 — Text & Program Listings

This level offers you practice on whole paragraphs of text. There are nine sublevels of difficulty. As the menu for this level shows (see Figure 3 below) they include groups of letters (in alphabetic sequence), all letters, and mixed letters and numbers. In addition, Sublevel 9 allows you to practice typing strings of the mixed characters, numbers and symbols which are typical of programming instructions used in versions of BASIC.

When you select the sublevel number at which you wish to practice, a paragraph is displayed. Type the paragraph exactly as it appears, as quickly and accurately as you can. A beep signals an error. You cannot type the remainder of the paragraph until you have typed the correct character.

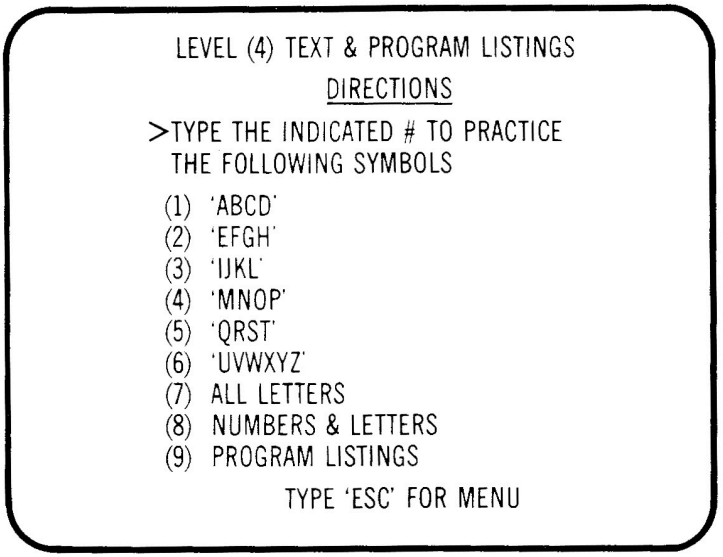

Figure 3 — Level 4 Menu

When you are finished with the paragraph your speed in words minute and the number of errors you made are displayed. You may continue with another paragraph, or go back to the Main Menu.

Level 5 — Create or View Paragraphs

At this level you may type your own paragraphs of up to 220 characters. You may also store those paragraphs in the memory of your computer, and recall them as practice paragraphs using Level 6.

NOTE: Paragraphs stored in the computer's memory at this level are erased when the computer is turned off. If you wish to save paragraphs permanently on disk, refer to the instructions for Level 7.

When you select Level 5 from the Main Menu the screen displays instructions as follows:

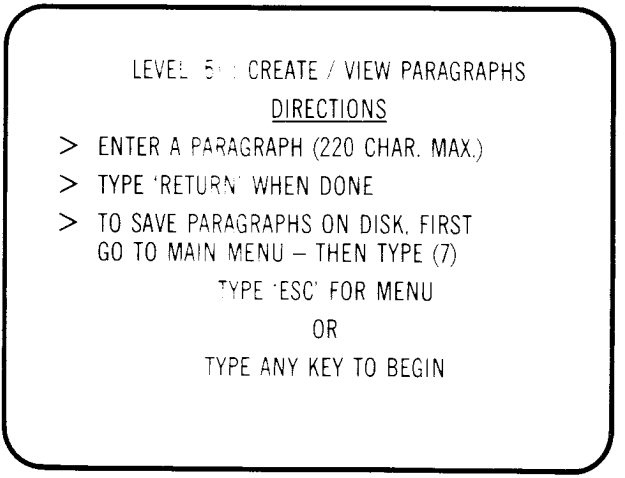
LEVEL 5 : CREATE / VIEW PARAGRAPHS
DIRECTIONS
> ENTER A PARAGRAPH (220 CHAR. MAX.)
> TYPE 'RETURN' WHEN DONE
> TO SAVE PARAGRAPHS ON DISK, FIRST GO TO MAIN MENU – THEN TYPE (7)
TYPE 'ESC' FOR MENU
OR
TYPE ANY KEY TO BEGIN

Figure 4 — Level 5 Instructions

When you are ready to begin, type any key and MICROTYPING II will display the text screen. Now you may type your own paragraph.

When you reach the end of a line do NOT press the RETURN key. The computer automatically moves the cursor to the next line when you have filled a line. The bell will sound when you reach 215 characters as a warning that the system will only accept up to 220 characters for each paragraph. You may enter fewer than the maximum if you wish.

After you have completed your paragraph, press the RETURN key. The system will display your paragraph and ask:

IS THIS CORRECT? (Y/N)

If you respond with "Y" your paragraph will be stored in the computer's memory, and the paragraph counter at the bottom of the screen will increment by one number.

If you respond with "N" your paragraph will be erased and you will be given the option to start over again.

If you wish to see the paragraphs stored in Level 5 memory, press CTRL V. The paragraphs will be displayed two at a time. (You may practice these paragraphs in Level 6.) You may exit the viewing process by pressing the ESC key.

NOTE: If you press ESC or CTRL V in the middle of typing a paragraph, the text on the screen will be erased. However, previously stored paragraphs will not be erased.

Level 6 — Practice Paragraphs

This level allows you to practice typing paragraphs which you have created and stored in the computer's memory (using Level 5) or which you have saved on the disk (using Level 7) and then recalled to the memory (using Level 8).

If there are no paragraphs stored in the computer's memory when you select this level, the display will inform you that no practice is available. You may press the ESC key to return to the Main Menu.

When you select Level 6, you will see the following instructions:

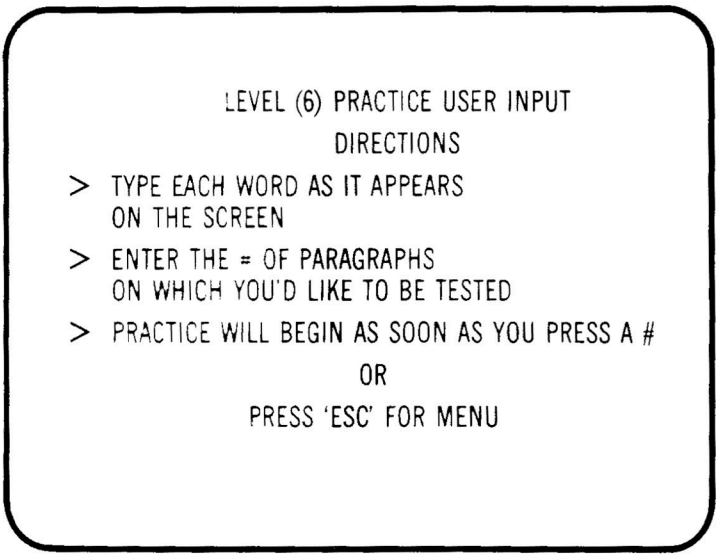
LEVEL (6) PRACTICE USER INPUT
DIRECTIONS
> TYPE EACH WORD AS IT APPEARS
ON THE SCREEN
> ENTER THE # OF PARAGRAPHS
ON WHICH YOU'D LIKE TO BE TESTED
> PRACTICE WILL BEGIN AS SOON AS YOU PRESS A #
OR
PRESS 'ESC' FOR MENU

Figure 5 — Level 6 Practice User Input

First enter the number of paragraphs on which you wish to practice, from 1 to 9.

MICROTYPING II will display the number of paragraphs you have chosen, one at a time, in random order.

NOTE: If, after recalling paragraphs to the memory (using Level 8), you get a blank screen when you enter the number of paragraphs you wish to practice, there are probably no paragraphs in the file you recalled from the disk. This condition can arise if you have previously used MICROTYPING II's Text Editor (Level 9) to delete the paragraphs in the file. Refer to your Atari reference manual so you can delete the file.

At the conclusion of your practice round, the system will display your typing speed and number of errors. You may begin another practice round at this point or return to the Main Menu.

Level 7 — Save Paragraphs on Disk

This level allows you to permanently save on disk paragraphs or other text you have created using Level 5 and stored in your computer's memory.

All the material in your computer's memory will be saved as a unit, or "file". You may not. in other words, select certain paragraphs stored in the memory during a practice session. Up to 30 paragraphs of up to 220 characters each may be saved in each file.

When you select Level 7, the screen informs you that your file will be "locked". This means that your file will be protected against erasure or changes unless you edit the file, following instructions in Level 9.

After you select Level 7 and press any key to begin, you see the following screen prompt:

NAME OF FILE > >

Enter any name you wish with as many as 8 characters, and press the RETURN key. A second prompt then appears:

DRIVE NUMBER > >

If you are using two disk drives, and wish to use the second only for storing paragraphs, type 2. Otherwise, type 1. The red busy indicator on the disk drive will light briefly as the system stores and locks your file. When the process is complete the system returns automatically to the Main Menu.

The names of all files saved to disk may be seen by following instructions at Level 0.

If you attempt to save a file using the name of an existing file, the screen will display a FILE LOCKED ERROR notice.

You may press any key to return to the Main Menu. Then reenter Level 7 and SAVE the file using a new name.

On the other hand, if you wish to replace the locked file with your current file of the same name, press CTRL R. The appropriate busy indicator will light, and your screen will display the following message:

REWRITING (filename)

NOTE: Replacing a file means that the original locked file will be completely erased. If you wish simply to delete a file from the disk without replacing it, please refer to your Atari reference manual.

Level 8 — Recall Paragraphs From Disk

This level allows you to load files from a disk (in either drive) into your computer's memory. You may then use paragraphs or text contained in the file to practice typing, using Level 6, or you may edit the paragraphs or text, using Level 9.

When you select Level 8, press any key and MICROTYPING II will display these prompts:

NAME OF FILE > >

DRIVE NUMBER > >

Type the file name, press the RETURN key, and type the number of the drive in which your data disk is located. If you type any number other than 2 the system will search for your file on the disk in drive 1.

If you wish to be certain you are using the right filename, press the ESC key to go back to the Main Menu, then select Level 0 to view the catalog (the list of names of files you have saved to disk).

If you respond to the filename and drive number prompts by requesting a filename which does not exist, your screen may display an OUT OF DATA ERROR notice.

You may exit the error screen by pressing any key to go back to the Main Menu.

Level 9 — Edit Paragraphs

This level allows you to edit or alter the contents of any file which you have either recalled to memory from disk or stored directly in your computer's memory using Level 5. (If you have not stored any data, and you select this level, a bell tone will sound and the screen will display a reminder that there are no paragraphs in memory.)

When you select Level 9 (and have text to edit) the screen will indicate that the Editor is being loaded and then display the Edit Menu:

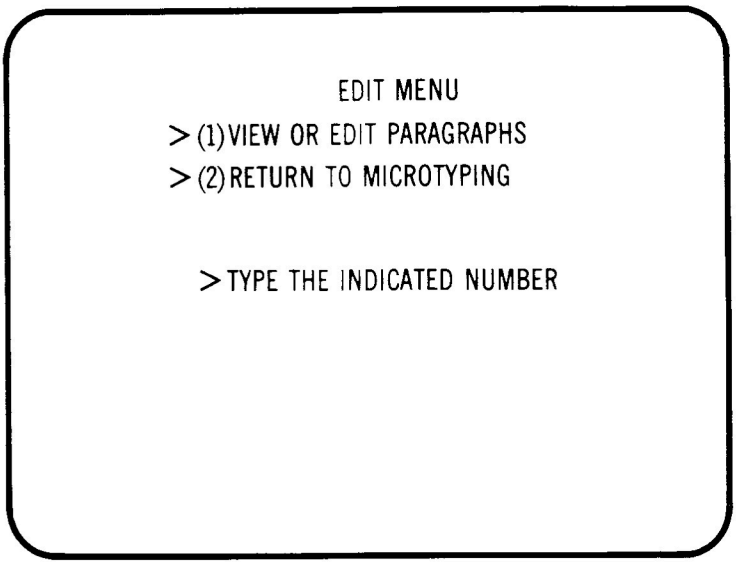

Figure 6 — Edit Menu

The system displays two paragraphs of the file at a time with a number following each one. Press any key to view all the paragraphs in the file, two at a time.

When the paragraph appears which you wish to edit, type E. This instruction line will appear at the top of your screen:

ENTER the paragraph # to edit:?

Type the number of the paragraph you wish to edit and press the RETURN key.

Your screen now displays the paragraph you have chosen. At the top of the screen are listed the editing features available in the Edit Mode:

CTRL-INSERT	INSERT CHAR
CTRL-DELETE	DELETE CHAR
CTRL-P	DELETE PARAGRAPH
CTRL-↑	CURSOR UP
CTRL-↓	CURSOR DOWN
CTRL-→	CURSOR RIGHT
CTRL-←	CURSOR LEFT
ESC OR RTN	EXIT EDIT MODE

NOTE: To use the CTRL commands, the CTRL key and the character key must be pressed simultaneously.

To POSITION THE CURSOR:

UP, press CTRL ↑

DOWN, press CTRL ↓

RIGHT, press CTRL →

LEFT, press CTRL ←

NOTE: You may not scroll the cursor beyond the right or left margin of your text.

To ADD A CHARACTER:

Position the cursor on the space or character immediately to the right of the insertion point

Press CTRL-INSERT to enter the INSERT MODE

Type the additional characters or spaces

To DELETE A CHARACTER:

Position the cursor over the character to be deleted

Press CTRL-DELETE

To DELETE A PARAGRAPH:

Press CTRL-P

Type D

To CORRECT A CHARACTER:

Position the cursor over the character

Type the correct character

NOTE: When you have edited data in a file, the changes you have made will not be preserved unless you SAVE that file using the instructions at Level 7. If you wish to save different versions of the same file, you may use numbers to keep track of those files. Thus, the first version might be TEST.1, the second might be TEST.2 and so on.

When you are finished editing. press the ESC key to exit the Edit Mode and return to the Edit Menu.

You may practice editing by using a file of paragraphs which contain common typing errors. This file has already been saved for you on the MICROTYPING II disk under the filename EDITFTRS.

To display this file follow the instructions at Level 8 to load EDITFTRS into your computer's memory. When the file is loaded and the Main Menu appears, select Level 9.

The EDITFTRS file contains three paragraphs; when the first two are displayed, press any key to see the third.

Type E, then type the number of the paragraph you wish to edit. Press the RETURN key and go to work!

Level 0 — View Catalog or Quit

This level allows you to see a list of the names of all the files which have been saved to disk using Level 7. Level 0 also allows you to exit MICROTYPING II at the proper place in the program.

To return to the Main Menu, press any key when all of the filenames have been displayed.

Appendix A — Error Messages

In addition to the text error messages noted in the instructions for Levels 7, 8 and 9, numerical code errors may appear if you hit certain keys in some parts of the program.

Display of these error codes should not concern you; they will not result in loss of data or the program. If an error code appears, simply press any key to return to the Main Menu.

Appendix B — Troubleshooting Tips

If as you are typing you get an error beep and you are sure you typed the correct character, check to see if you have inadvertently pressed the < CAPS/LOWR > or the inverse video < ◙ > key.

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